

Transferable Skills Exercise

Instructions: Place a checkmark beside each transferable skill you think you possess. Mark in the column to the right where you acquired each skill (**W**ork, **L**eisure, or **E**ducation).

| Skill | W, L, E | Skill | W, L, E | Skill | W, L, E | Skill | W, L, E |
|--|---------|--------------------|---------|----------------------------|---------|---------------------|---------|
| act/perform | | enforce | | memorize information | | separate | |
| adapt to situations | | entertain | | mentor others | | sequence | |
| advise people | | establish | | monitor progress | | service customers | |
| analyze data | | estimate | | motivate others | | service equipment | |
| anticipate problems | | evaluate | | move materials | | set goals/objective | |
| appraise service | | exchange | | negotiate | | set up equipment | |
| arrange functions | | exhibit | | nurture | | set up systems | |
| assemble products | | expand | | observe | | sew | |
| assess situations | | expedite | | obtain | | shape | |
| audit records | | explain | | operate equipment | | signal | |
| bargain/barter | | explore | | order goods/supplies | | size up situations | |
| be cost conscious | | file records | | organize data/people/tasks | | sketch | |
| budget money | | find information | | own/operate business | | socialize | |
| buy products/services | | fix-repair | | paint | | solve problems | |
| calculate numbers | | follow directions | | perceive needs | | sort | |
| chart information | | follow through | | perform routine work | | speak in public | |
| check for accuracy classify information | | gather information | | persuade others | | supervise | |
| collect money | | gather materials | | plan | | supply | |
| Communicate | | generate | | plant | | support | |
| compare data | | guide/lead | | prepare materials | | survey | |
| compile statistics | | handle complaints | | process information | | synthesize | |
| compute data | | handle equipment | | process materials | | tabulate | |
| conceptualize | | help people | | produce | | take instructions | |

| Skill | W, L, E | Skill | W, L, E | Skill | W, L, E | Skill | W, L, E |
|---------------------------------|----------------|--------------------------|----------------|----------------------|----------------|---------------------------|----------------|
| Conduct | | illustrate | | program | | test | |
| confront others | | imagine solutions | | promote | | think ahead | |
| construct buildings | | implement | | protect property | | think logically | |
| consult w/others | | improve | | provide maintenance | | tolerate interruptions | |
| contact others | | improvise | | raise money | | track | |
| control costs/people/situations | | inform people | | read reference books | | train/teach | |
| converse w/others | | initiate actions | | recommend | | transcribe | |
| coordinate activities | | inspect products | | record date | | transfer | |
| cope w/deadlines | | install | | recruit people | | translate | |
| copy information | | instruct | | rectify | | travel | |
| correspond w/others | | interpret data | | reduce costs | | troubleshoot | |
| create | | interview people | | refer people | | tutor | |
| delegate | | invent | | rehabilitate people | | type | |
| deliver | | inventory | | remember information | | understand | |
| demonstrate | | investigate | | remove | | unite people | |
| design | | learn quickly | | repair | | update information | |
| detail | | liaise | | replace | | upgrade | |
| detect | | lift (heavy or moderate) | | report information | | use hand/eye coordination | |
| determine | | listen | | research | | verify | |
| develop | | location information | | resolve problems | | visualize | |
| direct others | | log information | | restore | | volunteer | |
| dispense information | | make/create | | retrieve information | | weigh | |
| distribute | | make decisions | | review | | work quickly | |
| do precision work | | make policy | | run meetings | | write procedures | |
| do public relations work | | manage a business | | schedule | | write promo material | |
| draft | | manage people | | seek out | | write proposals | |
| drive | | measure boundaries | | select | | write reports | |
| edit | | mediate problems | | sell | | write technical work | |
| encourage | | meet the public | | | | | |

Answer the following questions:

1. List your top 5-10 favorite skills you would most enjoy utilizing in your work.

| | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

2. Which of the favorite skills you listed would you consider **strengths** or things you are very good at. List examples of when you demonstrated these skills.

| Skill | Examples: |
|-------|-----------|
| | |
| | |
| | |

3. Which of those skills would you like to **develop, improve upon, or learn**?
 a. Brainstorm how you might do this—volunteer, internship, auditing a class, special project at work?

| Skill | How to Improve: |
|-------|-----------------|
| • | |
| • | |
| • | |

4. Turn each of these skills into a bullet point for your resume containing a specific example of how you have utilized it and demonstrate it in your experiences. Remember; start with a strong, active verb. Also, mark where in your resume you can include it.

| Resume Phrases: | Resume Section: |
|-----------------|-----------------|
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |